## PeopleSoft Printing the State Employee CON Deduction Report



August 22, 2006

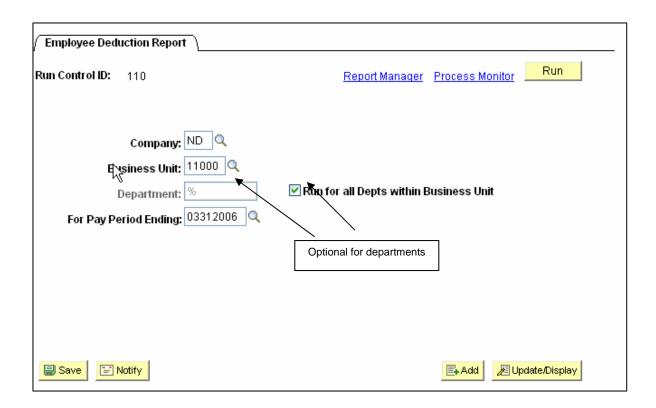
## REQUESTING AN EMPLOYEE DEDUCTION REPORT

Use the following navigation to 'State Employee Deduction Report' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'. Main Menu>ND State Applications>Reports>State Employee Deduction Report.

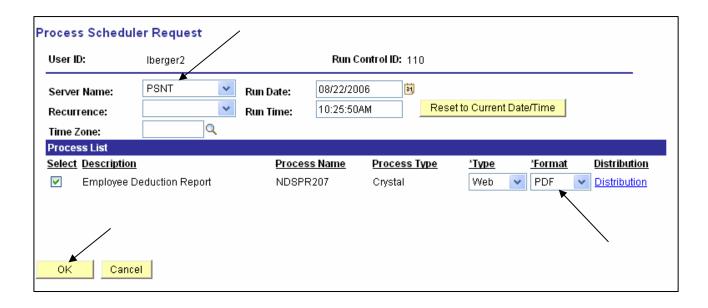
State Employee Deduction Rpt. Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value Add a New Value
Search by: Run Control ID begins with  Case Sensitive
Search Advanced Search
Find an Existing Value   Add a New Value

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

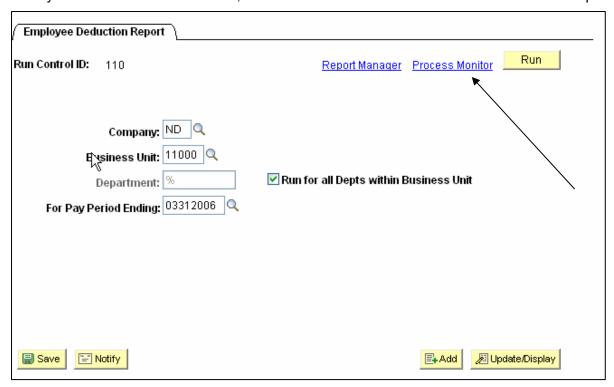
The screen on the following page shows where you need to enter the Company; which is always 'ND' and your 5-digit Business Unit (you will only get results for the Business Units for which you have security access). There is also the option of printing the Employee Deduction Report for all departments within your business unit (click the button 'Run for all Depts within Business Unit') or printing this report for a specific department by typing in the department number or choosing it from the dropdown list. One of the department options must be chosen. The last field is the Pay Period End Date. This report can be run for current or prior months, enter the month end date for the period you are running. Then Click 'Run'.



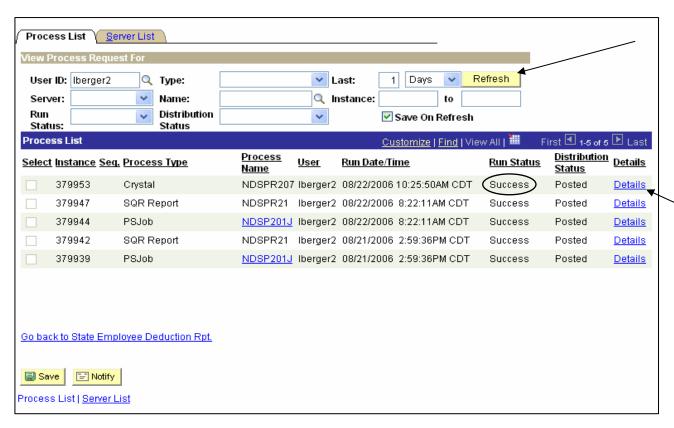
The following screen shows the parameters for the report. The Server Name should be 'PSNT'. The report is formatted to show best in adobe PDF format, so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.



When you're returned to this screen, click on 'Process Monitor' to view the status of the report.



At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.



When you come to the Process Detail screen, click on "View Log/Trace" to get the next screen with the report file name.



Then click the report name below to view the report.



The report, shown below, may then be saved wherever you prefer to store it or printed at your own printer.

